



## COVID-19 Risk Assessment

**Covid-19 is a new illness that can affect your lungs and airways. It is caused by a virus called Coronavirus. Symptoms can be mild, moderate, severe or fatal.**

This is a draft copy of a **generic Risk Assessment** for dealing with the current Covid-19 situation in the workplace. It is not likely to cover all scenarios in all departments and each department/line manager should consider their own unique circumstances. Much more specific assessments, such as that those with housing support workers and childcare settings, may look quite different although many of the principles would still be relevant. To keep up to date with [HSE](#), [NHS](#) and [Government](#) advice to workplaces in this fast changing situation visit.

What are the hazards?	Who might be harmed	Controls Required	Additional Controls	Action by who?	Action by when?	Done
Spread of Covid-19 Coronavirus	<b>Staff</b>  <b>Visitors to our premises</b>  <b>Cleaners</b>  <b>Contractors</b>  <b>Drivers</b>  <b>Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions.</b>	<b>Hand Washing</b> <ul style="list-style-type: none"> <li>Hand washing facilities with soap and water in place</li> <li>Stringent hand washing taking place.</li> <li>See <a href="#">hand washing guidance</a>.</li> <li>Drying of hands with disposable <a href="#">paper towels</a>.</li> <li>Staff encouraged to protect the skin by applying <a href="#">emollient cream regularly</a></li> <li>Gel sanitisers in any area where washing facilities not readily available</li> </ul>	Employees to be reminded on a regular basis to wash their hands for 20 seconds with water and soap and the importance of proper drying with disposable towels. Also reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it and to avoid touching face, eyes, nose or mouth with unclean hands. Tissues will be made available throughout the workplace.  Encourage staff to report any problems and carry out skin checks as part of a <a href="#">skin surveillance programme</a>  To help reduce the spread of coronavirus (COVID-19) reminding everyone of the public health advice <a href="#">HSE</a> guidance	All	Immediate	

	<p><b>Anyone else who physically comes in contact with you in relation to YMCA Worcestershire</b></p>	<p><b><u>Cleaning</u></b></p> <p>Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, reception area using appropriate cleaning products and methods.</p>	<p>Posters, leaflets and other materials are available for display.</p> <p><a href="#">HSE Poster to display</a></p> <p><a href="#">Latest YMCA Poster</a></p> <p>Rigorous checks will be carried out by line managers to ensure that the necessary procedures are being followed.</p>			
		<p><b><u>Social Distancing</u></b></p> <p>Social Distancing -Reducing the number of persons in any work area to comply with the 2-metre (6.5 foot) gap recommended by the <a href="#">Public Health Agency</a>.</p> <p>Taking steps to review work schedules including start &amp; finish times/shift patterns, working from home etc. to reduce number of workers on site at any one time. Also relocating workers to other tasks.</p> <p>Redesigning processes to ensure social distancing in place.</p> <p>Conference calls to be used instead of face to face meetings.</p> <p>Ensuring sufficient rest breaks for staff.</p> <p>Social distancing also to be adhered to in canteens area and or smoking areas</p>	<p>Staff to be reminded on a daily basis of the importance of social distancing both in the workplace and outside of it.</p> <p>Management checks to ensure this is adhered to.</p>			

		<p><b><u>Wearing of Gloves</u></b></p> <p>Where Risk Assessment identifies wearing of gloves as a requirement of the job, an adequate supply of these will be provided. Staff will be instructed on how to remove gloves carefully to reduce contamination and how to dispose of them safely.</p>	<p>Staff to be reminded that wearing of gloves is not a substitute for good hand washing.</p>			
		<p><b><u>PPE</u></b></p> <p><a href="#"><u>Public Health guidance on the use of PPE</u></a> (personal protective equipment) to protect against COVID-19 relates to health care settings. In all other settings individuals are asked to observe social distancing measures and practice good hand hygiene behaviours</p>	<p>To minimise the risk of transmission of COVID-19 during pandemic departments to consider duties undertaken and where appropriate PPE should be sources and used by personnel carrying out task Staff should ensure that they was hands before using PPE dispose of in double bags where worn and wash hands again after use with safe disposal of PPE taken out. <a href="#"><u>Referenced here.</u></a></p>			

		<p><b><u>Symptoms of Covid-19</u></b></p> <p>If anyone becomes unwell with a new continuous cough or a high temperature in the workplace they will be sent home and advised to follow the stay at home guidance.</p> <p><b>Line managers will maintain regular contact with staff members during this time.</b></p> <p>If advised that a member of staff or public has developed Covid-19 and were recently on our premises (including where a member of staff has visited other work place premises such as domestic premises), the management team of the workplace will contact the Public Health Authority to discuss the case, identify people who have been in contact with them and will take advice on any actions or precautions that should be taken.</p> <p><a href="#">Insert Link to reportable diseases HSE</a></p>	<p>Internal communication channels and cascading of messages through line managers will be carried out regularly to reassure and support employees in a fast changing situation.</p> <p>Line managers will offer support to staff who are affected by Coronavirus or has a family member affected.</p>			
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		<p><b><u>Mental Health</u></b></p> <p>Management will promote mental health &amp; wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help <a href="#">Coronavirus and your wellbeing</a> <a href="#">Westfield Health Resource Centre</a></p>	<p>Regular communication of mental health information and open door policy for those who need additional support.</p>			